

PROJECT MANAGER

Definition: A Project Manager is the person accountable for accomplishing the stated project objectives involving large and complex projects. Key project management responsibilities include creating clear and attainable project objectives, building the project requirements, and managing the triple constraint for projects, which is cost, time, and scope. A Project Manager is often a client representative and has to determine and implement the exact needs of the client, based on knowledge of the entity they are representing. The ability to adapt to the various internal procedures of the contracting party, and form close links with the nominated representatives, is essential in ensuring that the key issues of cost, time, quality and client satisfaction, can be realized.

Note: Items in **BOLD** font and asterisk * below are **minimum requirements** for Project Manager. Items not in bold/asterisk are desirable and do not have defined minimums. Defined minimums for these may be established in **each request** and relevant to the engagement description.

*Specification	*Minnesota Standard (minimum specification)	Identify the Candidate's Qualifications (e.g. degree, number of engagements, years of experience, scope of work and/or duration of work – do not just answer Yes/No)
*Level of education	*B.S. or B.A. Degree or Associate Degree (2 yrs) with 7 yrs Project Manager experience	BS Degree in Business Administration
*Certification	*Project Management Professional (PMP) <u>or</u> Master Project Management (MPM) <u>or</u> degree program with focus on Project Management <u>or</u> equivalent certification from accredited organization.	PMP
*Years of experience in a Project Manager role	*Five years of experience in Project Manager role	Eight years experience in PM role
*Engagements lasting more than three months in Project Manager role	*Eight engagements lasting more than three months in Project Manager role	Ten engagements in PM role more than three months
*Engagements that the Project Manager roles exceeded \$150K	*Four engagements that the Project Manager roles exceeded \$150,000	Six engagements in PM role exceeding \$150K
Working Experience & Skills:		
*Project development	*Engagements directing & managing project development from beginning to end	Six engagements
*Project scope definition	*Engagements defining project scope, goals, and deliverables in collaboration with senior management and stakeholders	Six engagements
*Project plans & associated communications docs	*Engagements developing full-scale project plans and associated communications documents	Six engagements
*Resource requirements & participants	*Engagements estimating resource requirements and participants needed to achieve project goals	Eight engagements

*Budget proposals & changes	*Engagements drafting and submitting budget proposals, and recommending subsequent budget changes where necessary	Four engagements
*Additional staff/consultant assessment	*Engagements determining and assessing need for additional staff and/or consultants	Five engagements
*Project dependencies & critical path	*Engagements identifying and managing project dependencies and critical path	Six engagements
*Project timelines & milestones	*Engagements planning and scheduling project timelines and milestones using appropriate tools and tracking such milestones and deliverables	Eight engagements
*Status reports	*Engagements determining the frequency and content of status reports from the project team, analyze results, and troubleshoot problem areas	Eight engagements
*Project scope changes, crisis, contingency plans	*Engagements proactively managing changes in project scope, identify potential crises, and devise contingency plans	Six engagements
<i>Communications</i>	Communication of project plans, expectations, updates, progress, issues, and successes in a timely & clear fashion may be required for some engagements. No minimum.	Have considerable experience in this area in previous engagements
<i>Work environment</i>	Working independently and/or in a team environment may be required for some engagements. No minimum.	Have considerable experience in both working independently or in a team environment